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MAILING INSTRUCTIONS FOR WAGE AND TAX REPORTS

Mailing Magnetic Media Wage Reports

Mail wage reports on magnetic tape, cartridge, or diskette to:

DWD - UI Wage Reporting
P.O. Box 7962
Madison, WI 53707

DO NOT mail your Tax Report or payment with your magnetic media wage report. Mail your paper Tax Report, with or without payment, according to the below instructions for paper reports.

Mailing Paper Wage Reports

An envelope and a return address sheet are provided with each tax and wage report. The address sheet contains a different return address on each side of the paper. When mailing the reports, ensure the correct address is showing in the envelope as indicated below:

If payment is due, mail the original wage report and tax reports with payment to:

Department of Workforce Development
Unemployment Insurance Division
P.O. Box 78960
Milwaukee, WI 53278-0960

If no payment is due, mail the original wage report and tax reports to:

Department of Workforce Development
Unemployment Insurance Division
P. O. Box 7945
Madison, WI 53707